



Red Jacket Community Library

MINUTES

13 JUNE 2016

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT ANGELA PAYNE, VICE PRESIDENT THERESA SCHLOSSNAGLE BARBARA MURPHY JILL PERSSON</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJCL FRIENDS ERIN SHANNON – TRUSTEE-ELECT</p> <p>TRUSTEE ABSENT:</p> <p>KIM MOYER, SECRETARY ROXIE MERITHEW ANN GULICK SALLY SCHAERTL</p>
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The meeting was called to order by President N. Coyne at 7:05 pm.

New Business

Pat Ayres (Friends of the RJ Library) shared the following:

- Pat would like to do an annual fundraiser but doesn't have anything to pinpoint that the library wants to be able to do when she is soliciting donations.
- Booker T Owl and the Cat in the Hat will be representing the library in the parade. Pat will check with the fire department about throwing or handing out candy.
- The book sale will be July 13-16. Please begin bringing in book donations once summer hours begin through July 10. The book sales will be advertised on the sign out in front of the school. Any unsold books will be sent to Better World Books who will provide the boxes and pay for postage.
- Once again the chicken barbecue was a success. They sold out – 175 dinners!

Public/Staff-Comments, Compliments, Complaints

n/a

Meeting Minutes

RESOLVED to approve the 9-May-2016 amended meeting minutes as presented; motion by J. Persson, second by B. Murphy and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for May 2016.

RESOLVED to receive financial statements, subject to audit, dated 31-May-2016; motion by A. Payne second by J. Persson and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$12,517.35 for **May 2016** subject to audit. Motion by T. Schlossnagle, second by J. Persson and unanimously approved. Details as follows:

- Payroll: \$4,575.42 (26-Apr-16 through 9-May-2016), \$4,361.20 (10-May-16 through 23-May-16), Total \$8,936.62
- Debit Purchases: \$734.47
- Checks: \$1,208.67
- Other unpaid bills total \$1,637.59

Director's Report

S. Jacobus presented the Director's report dated June-2016 including the following items:

- S. Jacobus received a list of needed school supplies for the middle school and filled a bag from the 8th grade list. Total cost was about \$80. Has not heard from elementary or high schools.
 - Laurie Malcolm who does the Coupon Basics class is going to help with coupons and donated items.
 - Will also look into donations from Rotary or Lions to match funds, contact Wegmans/Walmart for donations and possibly contact Salvation Army to find out where they get supplies from for their program.
- S. Jacobus proposed board approve \$900 from library budget to match PLS grant.

RESOLVED to match \$900 PLS grant for backpack program; motion by T. Schlossnagle, second by J. Persson and unanimously carried.

- S. Jacobus has been reaching out to the school, ABBA and park programs for Summer Reading Program sign ups.
 - In the future, additional information should be included with the signup sheet for the school so people new to the district or with small children understand the program.
- Reviewed the results of the survey. A lot of things Seth would love to address but not sure they can be done with the space we have because of restrictions from the school (daytime hours, kids and teen rooms, higher book shelves, adding books, additional meeting spaces).
 - We need to improve our relationship with the school board, see if we can find a member to start attending our meetings and someone from our board to attend their meetings.

Standing Committee updates

- An audit needs to be completed by the Finance committee (K. Moyer, E. Shannon) for the 1st quarter of 2016 prior to the July meeting and for the 2nd quarter before the September meeting.
- Personnel committee (K. Moyer, N. Coyne) needs to determine when Seth's review is.
- Reference July 2015 Annual meeting notes for committee members – these need to be updated to add the three new trustees.

Old Business

- Handicap door update
 - N. Coyne sent an email to Matt Schaertl about the donated door part. He has not picked up the bottom yet.

- E. Shannon received three quotes for doors. Quote from Alliance Door was the best. Their price was reasonable and included all labor and a warranty. The install could be performed in one day.
 - Alliance Door \$5,840.00 includes all materials, wiring, labor and warranty
 - Rochester Colonial does not include installation
 - Kelly Brothers \$5,105.00 does not include installation or warranty
 - Imperial Door does not have a system that would work well for the varying ages of our customers
- Rita will discuss with the Lions Club to see what kind of donation they can get. We would not get a check until September.
- Friendly Village Men's Club was also willing to donate (Liz VanNorman).
- The Girls Scouts have made signs to get community support for the doors.

RESOLVED to accept bid from Alliance Door in the amount of \$5,840.00 for the purchase and installation of handicapped doors for the library; motion by T. Schlossnagle, second by A. Payne and unanimously carried.

Correspondence and Communication

- Next meeting is scheduled for **11-July-2016** @ 7pm.

Adjournment

RESOLVED to adjourn the meeting at 8:34. Motion by A. Payne and second by B. Murphy and unanimously carried.

Respectfully submitted,

Angela Payne